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STATINTL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010007-5

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30 SEP 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 62-255: dated 12 October 1961

25X1A

[REDACTED]  
Electronics Engineer, GS-13  
DDS/OC/Engineering Div/R&D (now assigned to  
NASA/Goddard Space Flight Center)

A. Summary of Suggestion

1. Definition: A Vigenere Square is a well known type of polyalphabetic enciphering-deciphering matrix.

2. The suggester invented an electronic device which provides automatic permutations of a Vigenere Square. The device combines two literal teletype code characters to produce a third literal character based on the combination produced by a Vigenere Square.

3. Other objectives of the invention are: to provide an automatic Vigenere Square enciphering-deciphering device which accepts unprocessed message or cipher tapes; and to provide a teletypewriter Vigenere Square enciphering device which automatically transmits a "space" function signal after each group of a predetermined number of message characters and automatically transmits "line feed" and "carriage return" signals after each occurrence of a predetermined number of such message character groups.

B. Summary of Evaluations

25X1A

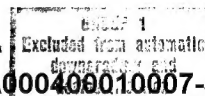
1. The Agency filed a patent application for this invention. [REDACTED] assigned to the U. S. Government his right, title, and interest in the patent application. Secrecy Order was issued by the Commissioner of Patents on 23 June 1964.

2. OC concluded that a suggestion award was not warranted because the development was part of the inventor's assigned duties.

3. OC referred this invention to NSA. They understood NSA was building 50 HL-6's from the drawing supplied by us. However, current report from NSA states:

a. The suggested principles and techniques are known and have been employed by NSA in previous equipment developments.

b. NSA is purchasing 39 HL-6's on contract for the U.S. Army. However, the equipment developed by the CIA inventor is not the equipment which NSA is building for the Army. The CIA equipment required carefully



SUBJECT: Suggestion No. 62-255 (continued)

controlled environmental conditions, and although the equipment seemingly met Army's requirements, the operational models were not successful. NSA then agreed to provide the Army with the equipment it required. This resulted in major design changes to the CIA design.

C. Recommendations of the Executive Secretary

1. In line of duty.

25X1A

2. \$50.00 "disclosure award" as authorized by [REDACTED] paragraph b(2)(c). (This award is authorized even though the invention is made within the inventor's job responsibilities.)

3. This inventor will be eligible for a final "invention award" of \$75.00 if a Notice of Allowability is issued by the Patent Office.

D. Decision of the Chairman

25X1A



A/Chairman, Suggestion Awards Committee

11 Oct 65  
Date

\$50.00

Award

30 SEP 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-5: dated 16 July 1964

25X1A

[REDACTED]  
Fiscal Accounting Assistant, GS-7  
DDS/OL/AS/Budget & Fiscal Branch

A. Summary of Suggestion

1. Former Method: Obligations for blanket travel orders were set up individually by traveller, as well as by cost center, at 1/12 of the annual rate on Fiscal Division books. This 1/12 amount had to be repeated on each bi-weekly fiscal report.

2. Suggestion: Suggester proposed that each cost center should have only one obligation set up on an MOR (Miscellaneous Obligation Record). To obtain this figure, all the blanket travel orders by activity would be added up and divided by 1/12; this single sum of money would then be entered on one MOR by activity. This would keep the tremendous volume of listing out of the cost center run enabling a much quicker analysis of other more important data on the cost center runs. Insofar as Fiscal Division is concerned, when they get a Travel Voucher, the MOR number would serve as the cross reference to the actual Travel Order number. Logistics R&F will be the custodian of the MOR number and transmit this number to Fiscal Division in order for Fiscal Division to post a batch of blanket travel orders on an MOR against each cost center. For additional blankets to be added during the year, the MOR would be increased by 1/12 and the travel order would be filed behind basic MOR for that activity.

B. Summary of Evaluation

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Office of Logistics adopted this idea in principle. [REDACTED] dated 24 June 1965 and effective 1 July 1965 (FY 1966) placed on each Agency component the responsibility of placing obligations on Agency financial records by means of abstracts. The blanket orders have been obligated under the "99" method with one obligation for each Office of Logistics components. As each traveller submits an accounting for travel performed under his blanket, it appears as an additional obligation. Thus, OL has a constant obligation for the blanket (to be deobligated at the end of the fiscal year) as well as the value of obligations incurred as the year progresses. Also, OL has a more realistic value of obligations placed on Agency financial records, and a large reduction in financial transactions listings and the elimination of repetitive obligations listings on the monthly financial reports. OL said that the approximate annual savings will amount to \$820.00.



SUBJECT: Suggestion No. 65-5 (continued)

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$40.00 award (5% of \$820).

D. Decision of the Chairman



A/Chairman, Suggestion Awards Committee

*11 Oct 65*

Date

*A*  
*40*

Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 SEP 1965

SUGGESTION NO. 65-25: dated 24 July 1964

██████████  
Reports Officer, GS-13  
DDP/EE/██████████

25X1A

25X1A

A. Summary of Suggestion

1. The suggester proposed that Form 470, "Clearance for Release of CS Report to Foreign Intelligence Services," when initiated by FI/INT/IE be prepared and transmitted in an original and one NCR copy for retention by the branch controlling the source of a permanent record in the Project Production Folder. He said that a record of these actions is important in making subsequent decisions regarding release to foreign liaison and should be conveniently available to persons making decisions.

2. Form 470 (attached) is initiated by FI on many intelligence information reports disseminated by the DD/P. The form is sent in original only to the branch making dissemination and/or the branch controlling the source. The consulted branch indicates approval, disapproval, or conditional approval for release of the report to liaison and return the form to FI for action. Consequently, the branch which controls the source and, in most cases, holds the project file has no record of action taken unless it improvises one.

B. Summary of Evaluation

██████████ C/FI/INT/IE referred the suggestion to each area division and discovered that there are no uniform procedures. Conclusions reached were that a notation of action could be placed on the source cards, abstract slips, or logs in the branches--not placing an additional piece of paper in the files. Mr. ██████████ agreed that this suggestion has had a "triggering" effect. In the next FI Staff RC Memorandum, all branches will be urged to adopt a uniform procedure, i.e., make notations of action on source cards, slips, etc.

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C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

██  
A/Chairman, Suggestion Awards Committee

11 Oct 65  
Date

CafA

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30 SEP 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 65-82a: dated 25 September 1964  
[REDACTED]  
Personnel Officer, GS-12  
DDS/CMS/SD/PB

A. Summary of Suggestion

1. Suggester proposed that Longevity Award Certificates for employees serving overseas or in [REDACTED] be forwarded to their parent Career Services for presentation by the Office Head or Chairman of those Career Services when the employees return to Headquarters.

25X1A

2. He also suggested that Headquarters employees be notified personally by the Honor and Merit Awards Board of their eligibility to receive an award.

B. Summary of Evaluations

1. Discussions within Office of Personnel on how to implement this suggestion resulted in the following action: Director of Personnel authorized distribution to Heads of Career Services information relating to earned Longevity Certificates, including requests that field personnel be notified that certificates await their return to Headquarters. Copy of letter to Career Services attached.

2. This suggestion was not adopted in its entirety, but Career Services are now aware of the effort, and, it is assumed, are taking appropriate actions.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$25.00 award (Slight/Local).

D. Decision of the Chairman

25X1A

[REDACTED]  
A/Chairman, Suggestion Awards Committee

13 Oct 65  
Date

25  
Award

Why more (money)  
than 65-25?

Advising operations  
+ Better control  
+ Better morale  
Agency wide

And a  
dampened  
idea

15-82 a

MEMORANDUM FOR:

SUBJECT : Ten- and Fifteen-Year Longevity Awards

1. We thought that you would want to know the names of employees in your Career Service for whom Longevity Certificates were issued and dated 18 September 1965; and we ask that, if feasible, you notify your careerists in the field stations that their certificates are being held in Headquarters until their return. Thus, we are confident that each returnee will receive his certificate, particularly if your own records are annotated.

2. The certificates for each individual and the organizational rosters went to the Deputy Directors of the organizational components to which these persons are assigned. It is reasonable to assume that all of the people in Headquarters (Category 1 on the attached roster) have been presented their certificates. The certificates for Categories 2 and 3 [redacted] (overseas field) are normally held in the operating component's soft files until the employee checks in from the field and a presentation can be made. Sometimes, when the employee checks in, his certificate is overlooked.

3. We hope that these lists will be helpful to you. Please call the Incentive Awards Branch (x 3645) if you have any questions.

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[redacted]  
Executive Secretary  
Honor and Merit Awards Board

Attachment:  
A/S

30 SEP 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 65-153: dated 21 December 1964  
[REDACTED]  
Security Officer, GS-12  
DDS/OL/SS

A. Summary of Suggestion

The suggester proposed a revised form for Industrial Security Inspections relating to the letting of covert OL contracts. His proposed form would check out more data on all industries asked to bid on covert contracts.

B. Summary of Evaluations

1. This was not considered feasible or necessary--not feasible because too many firms would be investigated needlessly and with a potential security hazard; not necessary because sometimes a great number of firms are canvassed (NPIC canvassed 40 for one project one time).

2. However, although the suggester's original format was not totally acceptable, he did cause Procurement Division and Security Staff to examine, review, and to revise the form that was in use. Attached is a copy of the form that was finally adopted.

3. This suggestion has resulted in a slight intangible degree of benefit to the offices involved. The extent of application affects less than 25 employees. OL recommended an award for this suggestion since the employee devoted many hours of his own time to devise a new form and displayed initiative and creativity in the process.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$25.00 award (Slight/Limited).

25X1A

D. Decision of the Chairman

[REDACTED]  
\_\_\_\_\_  
A/Chairman, Suggestion Awards Committee

11 Oct 65  
\_\_\_\_\_  
Date

# 25  
\_\_\_\_\_  
Award

SECRET  
(When Filled In)

Date:

TO : Security Staff/OL  
FROM : Contracting Officer, PD/OL  
SUBJECT: Request for Security Inspection Preceding Establishment  
of Contractual Arrangements

A Contract will be negotiated which will require a survey of the Contractor's Security System and Security Policies. Therefore, it is requested that appropriate action be initiated to accomplish these objectives. Pertinent information is as follows:

Contractor	:	
Address	:	
Telephone No.	:	
Type of Contract	:	
Classification	:	
Requisitioning Office	:	
Date Inspection Report Required:	:	
<u>Suggested Contacts</u>		<u>Position</u>
<u>Other Information:</u>		

CB/PD/OL

Distribution:  
Orig. & 1 - Addressee  
1 - Proposed Contract  
1 - Chrono

OL/PD/CB/  
November 1963

SECRET  
(When Filled In)

ORIGINAL FORM

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30 SEP 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-189: dated 24 December 1964

25X1A

Acting Chief, P/D/ABC Branch, GS-14  
DDI/NPIC

A. Summary of Suggestion

Former Method: NPIC standard reproduction and distribution practice called for two full sized copies of each briefing board (24" x 30") to be done on double-weight matt photographic paper. Double-weight copies were requested originally in the hope that they would stand up better than single-weight photos. However, experience proved that the double-weight paper is inferior to the single-weight semi-gloss; double-weight paper is torn or wrinkled as frequently as the single-weight type and is more difficult to mount; and finally, the double-weight paper requires about twice as much filing space and is more costly to produce.

Suggestion: That briefing board copies be printed on single-weight semi-gloss paper.

B. Summary of Evaluation

NPIC said that the suggestion has been adopted by the Imagery Analysis Division, the only division that has been using double-weight paper for printing of briefing board copies. This will save about \$200 annually.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

25X1A

  
A/Chairman, Suggestion Awards Committee

11 Oct 65  
Date

C of A  
Award

ADMINISTRATIVE  
USE ONLY

30 SEP 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 65-202: dated 28 January 1965

Physical Sec Asst, GS-9  
DDS/OS/BSB/NSO

A. Summary of Suggestion

The suggester proposed (1) that consideration be given to opening a manned, round-the-clock snack bar in Headquarters Building, and (2) that outer wrappers of all perishable foods, including milk cartons, in the present snack bar machines be stamped in bold letters with an expiration date.

B. Summary of Evaluations

1. OL said the operation of a manned snack bar on Saturdays after the cafeteria closes and on Sundays is uneconomical because of the small number of employees on duty during these hours.

2. However, OL was able to get the company operating the snack bars to color code food products to indicate the date such items were made or placed in the vending machines.

3. We decided to suspend this case for about six months to determine if there had been any improvement. A recheck with Deputy Chief, OL/Logistics Services Division in August 1965 indicated that the color coding and dating adopted as a result of this suggestion has provided better service to our employees.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$15 Advisory Award.

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

Date

Award

STATINTL

ADMINISTRATIVE



30 SEP 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-221: dated 17 February 1965

25X1A

Commo Specialist, GS-11  
DDS/OC-S/DOCS

A. Summary of Suggestion

1. The suggester improved the OC system for notifying field stations and Headquarters components of the cryptographic clearance status of non-Office of Communications personnel. He devised the following:

- a. IBM Card (Form 2366) to certify the cryptographic clearance FOR ACCESS ONLY of non-Office of Communications personnel which can be forwarded to the appropriate station/base unsigned without a covering dispatch.
- b. IBM Card (Form 1597a) for use when an individual has been granted a crypto clearance and briefed. This is sent to the individual's component and the Office of Personnel. When the clearance is revoked, cards are again punched and forwarded to the same addressees.

2. Previously, Dispatch Form 53 was prepared twice on each case, once in pseudonym and once in true name--a total of nine copies of each dispatch and 18 copies of each notification. Also, Form 1597a and b were used to notify Headquarters components. Although this was a pre-printed NCR form, it still required typing five to eight items of information and the distribution of four copies of the form for each notification. This reached at least 1,200 notifications annually.

B. Summary of Evaluation

OC said this change saves about \$150 minimum annually. It also simplifies filing and record keeping procedures. They rated it Slight/Local.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. \$50.00 award (Slight/Local).

SUBJECT: Suggestion No. 65-221 (continued)

D. Decision of the Chairman

25X1A

  
A/Chairman, Suggestion Awards Committee

11 Oct 65  
Date

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Award

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30 SEP 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 65-307: dated 26 April 1965

Business Machine Technician, GS-5  
DDP/RID/

25X1A

A. Summary of Suggestion

1. The suggester proposed that pouch addresses be punched on a Friden Flexowriter tape, then processed through the Flexowriter, which would automatically type the pouch addresses onto perforated continuous rolls of gummed labels.

2. Formerly, addresses were printed by use of the Addressograph Machines using the Graphotype Machine to prepare addressograph plates. The plates were inserted into a Loktab frame, then placed into a card feeder which fed the plates into the Addressograph Machines. Gummed labels were then fed into the printing position.

B. Summary of Evaluations

1. RID adopted the suggestion. A surplus Flexowriter is used.

2. RID claims that the primary advantage of the Flexowriter method is its automatic feature which permits the operator to do other things while the machine produces labels. They said this saves about eight man hours weekly at the GS-4 level (\$896 annually).

C. Recommendations of the Executive Secretary

1. Not in line of duty.

2. \$45.00 award based upon 5% of \$896 annual savings.

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

Date

Award

25X1A

ADMINISTRATIVE  
INTERNAL USE ONLY

30 SEP 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 66-5: dated 9 July 1965

Records Officer, IS-10  
DDS/OP/Admin

STATINTL

A. Summary of Suggestion

The suggester designed Form 2487, Parking Space Control Card. Formerly, plain 3" x 5" cards were used to record pertinent information on Office of Personnel employees assigned parking spaces at Agency buildings. The suggester also proposed that the new form be stocked in Agency supply rooms for use by all Agency administrative officers.

B. Summary of Evaluation

1. Records Administration Staff canvassed all RMO's. As a result, 5,000 copies of the form were ordered and stocked in Agency supply rooms. Among 31 offices, all but seven said they would use the new form.

2. The value of this suggestion is that it standardized procedures. Some offices had used notebooks, others plain paper or cards, and others memo forms.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. \$15.00 Advisory Award.

D. Decision of the Chairman

STATINTL

A/Chairman, Suggestion Awards Committee

Date

Award

ADMINISTRATIVE  
INTERNAL USE ONLY

CONFIDENTIAL  
(When Filled In)

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010007-5

LOT	LANE	PERMIT NUMBER	
MAKE OF CAR	YEAR	COLOR	STATE IN WHICH REGISTERED

CAR POOL MEMBERS

FORM 2487 PARKING SPACE CONTROL CARD CONFIDENTIAL

GROUP 1  
Excluded from automatic  
downgrading and declassification  
(13-48)


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30 SEP 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 66-41: dated 17 March 1965

  
Personnel Officer, GS-12  
DDS/OP/POD/BB

A. Summary of Suggestion

Suggester proposed that half the lights be turned off in the corridors during daylight hours and that all the lights be turned off in the main quadrangle during daylight hours.

B. Summary of Evaluation

Chief, LSD writes: "We have extinguished lights day and night. Please give suggester credit. Order for lights out came from A/DDS."

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

STATINTL

  
A/Chairman, Suggestion Awards Committee

11 Oct 65  
Date

  
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 SEP 1965

SUGGESTION NO. 66-52: dated 19 August 1965

25X1A

[REDACTED]  
Analyst, GS-14  
DDS&T/OSI/BMSD/BMSB

A. Summary of Suggestion

25X1A

25X1A

1. An OSI contractor, [REDACTED] (Project [REDACTED]) 25X1A  
[REDACTED], submits under the contract bimonthly technical reports and special study reports. These are disseminated at the discretion of OSI to the community at large, generally in the quantity of 80 copies. Project [REDACTED] reproduction facilities are primitive, labor consuming, and slow in execution. It took, on one occasion, about three months to finally deliver to OSI the full 80 copies of one report.

2. Suggester proposed that Project [REDACTED] furnish OSI with 25X1A  
only one copy of future reports, from which CIA will print copies for dissemination in the quantity deemed necessary. Advantages are:

25X1A

- a. Economy - [REDACTED] has a 100% overhead charge on all direct labor plus other miscellaneous charges for preparing publications.
- b. Expediency - CIA is in a position to rapidly print copies of reports for dissemination.
- c. OSI does not always disseminate or disseminate in full all [REDACTED] reports. It would be in a position to effect a further economy in cases of non-dissemination.
- d. There have been occasions where reports were sent back to the contractor for revision before dissemination, but after a considerable number of copies were printed. The submission of a single master copy would remove this difficulty.
- e. It may be demonstrated in the [REDACTED] case that even 25X1A  
further economy may be had in the same manner in the case of other contractors.

25X1A

B. Summary of Evaluations

1. SA/D/ORD says that the technique proposed in this suggestion is currently in use for the reproduction of other reports. However, the specific application of this method for the reproduction of OSI contractor reports is a worthwhile and valuable extension because of the unique problems associated with external analytical research studies.



SUBJECT: Suggestion No. 66-52 (continued.)

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$25.00 award (Slight/Limited).

D. Decision of the Chairman

25X1A



A/Chairman, Suggestion Awards Committee

11 Oct 65

Date

\$ 25.00

Award